

**STATE CONSTRUCTION INDUSTRY LICENSING BOARD  
DIVISION OF UTILITY CONTRACTORS**

P.O. Box 13446  
Macon, Georgia 31208  
[www.sos.state.ga.us/plb/construct](http://www.sos.state.ga.us/plb/construct)

**INSTRUCTIONS FOR APPLYING FOR  
UTILITY CONTRACTOR LICENSE**

Businesses that contract to perform utility work as defined in O.C.G.A. §43-14-2, are required to hold a State Utility Contractors license. Businesses applying for a license must submit a completed application documenting adoption of a safety policy and employment of a certified utility manager.

Applications must include an "Employment of Utility Manager" form for the business and for any branch office operated by the business. The manager must hold a current utility manager certificate, and the certificate number must be listed on the form. The form is to be signed by the certificate holder and the owner, partner, or officer of the business certifying that the certificate holder is employed full time and is responsible for supervising utility work performed by the business. If the manager has applied for a certificate, but has not received the examination results, enter "pending" under "certificate number" and enter the date of the examination to be taken by the manager.

The owner, partners, or offices must sign the Safety Policy as adopted by the business, certification of the application, and authorization for release of any criminal history records. These signatures must be properly notarized.

The nonrefundable application fee of \$50.00 must be submitted with the completed application. The check or money order is to be made payable to the Georgia Construction Industry Licensing Board. The application and fee are to be mailed to the board office at the above address.

If you have any questions concerning the application form, contact the State Construction Industry Licensing Board at the above address or telephone (478) 207-2440.

**PLEASE DETACH AND KEEP THIS PAGE**

## **O.C.G.A. 43-14-2. Definitions.**

As used in this chapter, the term:

- (13) "Utility contracting" means undertaking to construct, erect, alter, or repair or have constructed, erected, altered, or repaired any utility system in which the cost of the utility system work exceeds \$100,000.00.
- (14) "Utility contractor" means a sole proprietorship, partnership, or corporation which is engaged in utility contracting under express or implied to contract or which bids for, offers to perform, purports to have the capacity to perform, or does perform utility contracting under express or implied contract.
- (15) "Utility foreman" means any individual who is employed by a licensed contractor to supervise the construction, erection, alteration, or repair of a utility system.
- (16) "Utility manager" means any individual who is employed by a utility contractor to have oversight and charge of the construction, erection, alteration, or repair of utility systems.
- (17) "Utility systems" means any system at least five feet underground, when installed or accessed by trenching, open cut, cut and cover, or other similar construction methods which install or access the system from the ground surface, including, but not limited to, gas distribution systems, electrical distribution systems, communication systems, water supply systems, sanitary sewerage and drainage systems, reservoirs and filtration plants, water and waste-water treatment plants, leachate collection and treatment systems associated with landfills, and pump stations, when the system distributes or collects a service, product, or commodity for which a fee or price is paid for said service, product, or commodity or for the disposal of said service, product, or commodity."

FOR BOARD USE ONLY

Amount Submitted \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_



FOR BOARD USE ONLY

Certificate Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Applicant No. \_\_\_\_\_

**GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD**  
Post Office Box 13446 • Macon, Georgia 31208 • (478) 207-2440  
[www.sos.state.ga.us/plb/construct](http://www.sos.state.ga.us/plb/construct)

**APPLICATION FOR  
UTILITY CONTRACTOR**

**Application Fee \$50.00 (non-refundable)**

In the form of a money order, or company or personal check made out to GCILB

**Method Obtained by:**

Applicant is applying for above referenced license by:

( **xx** ) Application

**Name of Business applying for license:**

\_\_\_\_\_

**FEI Number:** \_\_\_\_\_

**Physical Address**

*P.O. Box not acceptable*      Number and Street      Apt. No      City/State      Zip

**Mailing Address**

(if different)      P.O. Box OR Number and Street      Apt. No      City/State      Zip

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Business Fax Number

Business e-mail address: \_\_\_\_\_

Type of Business:

\_\_\_\_\_ Sole Proprietorship      \_\_\_\_\_ Partnership      \_\_\_\_\_ Corporation      \_\_\_\_\_ LLC

**For Board Use Only**

Approved by: \_\_\_\_\_ Date approved by Division \_\_\_\_\_

Disapproved by \_\_\_\_\_ Date disapproved by Division \_\_\_\_\_

Reason: \_\_\_\_\_

## PART II – PARTNER, OWNER, OFFICER INFORMATION

Provide the following information for each owner, partner, or officer with the business:

Name of owner, partner, or officer: \_\_\_\_\_  
Last First Middle

Residence address: \_\_\_\_\_  
Street (P.O. Box not acceptable) City State Zip Code

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Title with Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
[For Law Enforcement and Administrative Purposes.]

Have you: (1) been convicted of a misdemeanor (other than minor traffic violation) within the past five years; (2) ever been convicted of or entered a plea of guilty, nolo contendere, or under "First Offender Act" on a felony. ☐ No ☐ Yes  
*If you answered "Yes", you must submit to the Board the following: a) a copy of conviction/sentencing document(s) from the Court before which you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; AND b) a statement (on official letterhead) from your probation / parole officer regarding your current status/completion of any probation / parole. Your application will not be processed until this information is received and reviewed by the Board.*

Provide the following information for each owner, partner, or officer with the Business:

Name of owner, partner, or officer: \_\_\_\_\_  
Last First Middle

Residence address: \_\_\_\_\_  
Street (P.O. Box not acceptable) City State Zip Code

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Title with Business: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
[For Law Enforcement and Administrative purposes.]

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Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Title with Business: \_\_\_\_\_

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### PART III – BUSINESS HISTORY

Has the business ever held a Utility Contractor license? ☐ No ☐ Yes If Yes, type of license and board or agency which issued: \_\_\_\_\_

Has the business ever had a license revoked, suspended, fined, or otherwise sanctioned by any board, agency, or OSHA in Georgia or other state? ☐ No ☐ Yes If Yes, identify the board or agency and describe the sanction taken, including the date: \_\_\_\_\_

### PART IV – QUALIFYING UTILITY MANAGERS

Names of Utility Managers employed to supervise utility work for each office or branch office of the business. Attach "Part VI - Employment of Utility Manager" form for each manager:

_____	_____
_____	_____
_____	_____

### PART V – SAFETY POLICY, CERTIFICATION AND AUTHORIZATION

I certify that this business has adopted as a Safety Policy that the business:

- is concerned and supports safety in the conduct of its utility work;
- makes active and continuous efforts to provide a safe working environment;
- complies with state and federal safety requirements;
- maintains a safety program; and,
- conducts regularly scheduled safety meetings for all field personnel.

I further certify that the information contained in this application is true to the best of my knowledge. I understand that any forged, false, or fraudulent information contained in this application is grounds for the division to refuse to issue a license or to revoke any license issued based on this application. I authorize the division to receive any criminal history record information concerning me from any state or local criminal justice agency.

_____ Signature of owner, partner, or officer	_____ Title	_____ Date
_____ Signature of owner, partner, or officer	_____ Title	_____ Date
_____ Signature of owner, partner, or officer	_____ Title	_____ Date
_____ Signature of owner, partner, or officer	_____ Title	_____ Date

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)      (SEAL )      My Commission Expires: \_\_\_\_\_

Before you mail your application, check to see if: a) all sections are completed;  
b) the form is signed and notarized;  
c) your **nonrefundable** application fee of \$50.00 is enclosed and

## PART VI - EMPLOYMENT OF UTILITY MANAGER

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street (P.O. Box not acceptable) City/State Zip Code

Business telephone number: ( ) \_\_\_\_\_ FEI number: \_\_\_\_\_

Address of Branch office to which certificate holder is assigned:

\_\_\_\_\_  
Street City/State Zip Code

Name of Utility Manager Certificate holder: \_\_\_\_\_  
Last First Middle

Title with Business: \_\_\_\_\_ Date first employed by business: \_\_\_\_\_  
(mm/dd/yyyy)

Certificate Number: \_\_\_\_\_ Certificate Expiration Date: \_\_\_\_\_

**If certification is pending approval**, date of examination to be taken by the Manager: \_\_\_\_\_

I certify that I am a regular, full-time employee of the above-named business and am responsible for supervising utility work performed by the business.

\_\_\_\_\_  
Signature of Certificate Holder Date

*I certify that the above-named certificate holder is a regular, full-time employee of this business and is responsible for supervising utility work performed by the business.*

\_\_\_\_\_  
Signature of owner, partner, or officer Title Date

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My Commission Expires: \_\_\_\_\_

(SEAL)